



City of South Bend

Vacancy Announcement

## **CODE ENFORCEMENT INTERN**

**Department:** Code Enforcement

**Reports To:** Director of Code Enforcement

**Shift:** Monday-Friday, 8 AM-5 PM during Summer 2014  
Monday-Friday (flexible), 5-10 hours/week during school year

**Pay Rate:** Unpaid

**Position:** SUMMARY

The intern will be an entrepreneurial member of the Code Enforcement team who will address the issue of vacant and abandoned properties in the City. Building upon the work of the Vacant and Abandoned Properties Task Force and its recent report, the incumbent will assist the Director of Code Enforcement and work with neighbors, nonprofit organizations and the private sector in areas of high need to collaboratively assess potential uses for vacant and abandoned properties, and implement strategies around economic development, community gardening, green spaces, and home rehabilitation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Work with the Code Enforcement staff to research available lots, track and assess potential uses.
- Work collaboratively with community members in all sectors to identify and implement strategy regarding vacant and abandoned lots.
- Learn to communicate real estate finance issues relevant to area properties.
- Contribute to Code efforts to build networks of supporters.
- Help track and communicate data on main progress metrics.
- Contribute to reports and memos as needed.

### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

- Education or equivalent work background in one or more of these areas: community or economic development, nonprofits, government, program management, data analysis, urban design, real estate, finance, GIS.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong interpersonal and communications skills, the ability to work with diverse groups, and program implementation skills required.
- Knowledge of community gardening, vacant and abandoned properties, building or landscape design, GIS or environmental health (or willingness to learn) is a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid driver's license required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the intern will be required to perform tasks requiring the ability to sit and walk, and talk or hear. In addition, extensive outdoor work is possible, which may range from walking abandoned lots to digging and planting. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

**Pre-employment drug screen required.**